



YUKON BUSINESS RELIEF PROGRAM

GUIDELINES AND APPLICATION

The Yukon Business Relief Program provides help to Yukon businesses who are experiencing significantly reduced revenues due to the COVID-19 pandemic. The program provides funding to help cover certain fixed costs (e.g., rent/lease payments, utilities and business insurance). Funding is available to cover fixed costs up for two months to a maximum of \$30,000 per month.

The program will cover eligible costs incurred from **March 23, 2020 to May 22, 2020**. Applications will be accepted until June 30, 2020.

How to apply

Complete this application form including the application checklist, attach the required documents and return to the department by email, fax or mail. The **deadline** for applications to be received by the Department of Economic Development is no later than **4:30 pm on June 30, 2020**.

Please contact the department for support at any time.

Economic Development

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Mailing address

Economic Development
Government of Yukon
Box 2703 (F-1)
Whitehorse, Yukon Y1A 2C6

Criteria/Eligibility

This program is open to Yukon businesses, including home-based businesses, which have faced a minimum of 30% loss in gross revenue due to the COVID-19 pandemic.

An eligible business means a business that meets three of the following criteria:

- Has an office with a physical address in Yukon
- Is subject to the Yukon Income Tax Act
- Is registered as per the Business Corporations Act or the Partnership and Business Name Act, where applicable
- Has a valid municipal business license where applicable

Ineligible organizations that are not covered by funding program are:

- Governments at all levels and their corporations
- Religious organizations
- Real estate
- Telecommunications
- Not-for-profits
- Finance and insurance
- Utilities
- Mines

Eligible fixed costs (for which businesses can seek funding) are:

- Commercial rent or lease
- Electricity and heating fuel
- Software, data services, and subscriptions
- Pest control
- Water, sewage and waste disposal
- Telephone, cable, internet and satellite
- Business insurance

For home-based businesses:

- The portion of mortgage interest or rent costs accepted by the Canada Revenue Agency as attributable to the operation of the home-based businesses are eligible.
- Home-based businesses must provide proof of “business use of home expenses deductions,” as defined by the Canada Revenue Agency, on their 2018 federal income tax return (e.g., portion of rent, property insurance, utilities and interest on mortgages deducted under the business use of home expenses).

Ineligible business costs that are not covered by funding program include:

- Any expense not listed under “Eligible fixed costs”
- Mortgage principal payments for home-based businesses
- Any costs that have already been covered by insurance

Required documents

Businesses

- Documentation showing that the applicant is an eligible Yukon business (for example a current utility bill, showing the organization’s name and address, registration from Corporate Affairs dated before March 1, 2020 and a valid business license).
- Copies of invoices or bills showing fixed costs incurred during the program period (e.g., electrical bills, rent receipts) that meet the eligibility requirements for this program.
- Documents to demonstrate a revenue loss of 30% in gross revenue – calculation method will vary by sector.
- Any other supporting documents.

Home-based businesses

- Eligible expenses for home-based business will be based on previous tax years.
- New home-based businesses without 2018 tax filings may provide 2019 tax filing documentation as proof of eligibility.

Franchises

- Copy of the franchise agreement to allow for an accurate assessment of eligibility and level of support.

Reporting

Applicants must provide proof of payment of eligible expense invoices within 30 days of receipt of funds from Government of Yukon.

Issuance of payment

Funds issued will be paid at 100% for the first month and will be subject to a holdback of 25% for the second month.



Applicant information

Applicant (business name)		Contact name	
Business type		Business license number	Vendor ID
Street address		Community	Postal code
Mailing address (if different from above)			
Daytime phone	Cell phone	Email	
Have any of the fixed costs you are claiming been paid by the Yukon government or federal government COVID-19 relief funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify program and amount: _____ _____			
Have any of the fixed costs you are claiming been paid by business interruption insurance or other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify type of fixed cost and amount covered: _____ _____			

Expense information

Provide all bills or invoices as attachments to the application. These invoices and supporting documents should be used to populate the tables below (as applicable):

Eligible fixed cost	Vendor's name	Invoice date	Invoice #	Invoice due date	Invoice amount	Invoice amount paid
Total funding amount requested						

Declaration of revenue loss

All applicants must demonstrate that they have experienced a minimum of 30% loss in gross revenue in March, April and/or May 2020 (when comparing revenues generated in 2019) due to the COVID-19 pandemic. If you have questions regarding how to demonstrate loss of revenue for your particular business, contact us.

For businesses that have rapidly expanded in the last twelve months (from March 2019 to March 2020), the 30% loss of revenue can be demonstrated by comparing the revenues generated in February 2020 to revenues in March 2020.

Show a 30% revenue loss for March, April or May 2020 using the fields below.

Revenues	2019	2020	Total decrease
For the month of: <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May			
	February 2020	March 2020	Total decrease
Revenues – Businesses that have expanded			
Explanation			

Tourism sector

For accommodation bookings and tourism rentals, losses in anticipated revenues can be calculated by comparing March, April or May 2020 bookings to bookings in March, April or May 2019.

Cancellation of reservations/bookings	2019	2020	Total decrease
Anticipated revenues for the month of: <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May			
	February 2020	March 2020	Total decrease
Anticipated revenues – Businesses that have expanded			
Explanation			

Applicant declaration and signature

I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon to fund fixed costs incurred by my business. The statements herein are, to the best of my knowledge, true and correct. I affirm that I understand the criteria and intent of the funding program and my applying to it in good faith.

I understand that all or part of this application may be made available to the public in accordance with the *Access to Information and Protection of Privacy Act*.

I understand the Government of Yukon or its agents may audit any or all of the records, including financial records of the recipient or its agents as is necessary to satisfy the Government of Yukon that the objectives and activities of the funding program have been carried out and that the funds have been spent in accordance with the terms of this funding program.

Any funds that are not expended to cover approved eligible costs shall constitute a debt due to Government of Yukon and shall, upon request by Government of Yukon, be repaid immediately by the Recipient to Government of Yukon.

I agree that I will provide proof of payment of invoices within thirty days of receipt of funding.

I agree that my application information can be shared with the Government of Canada's Canadian Northern Development Agency for the purpose of accessing additional economic supports.

Signature of authorized representative: _____

Print name: _____ Date: _____

Applications must include this completed checklist:

- Completed and signed application form.
- Proof of good standing with Yukon Corporate Registries.
- Documentation showing that the applicant is an eligible Yukon business (for example a current utility bill, showing the organization's name and address, registration from Corporate Affairs and/or a valid business license).
- Copies of invoices or bills showing fixed costs incurred during the program period (e.g., electrical bills, rent receipts) that meet the eligibility requirements for this program.
- Copy of 2018 or 2019 tax filings (if a home-based business).
- Copy of the franchise agreement (if applicable).
- Attach financial documentation to demonstrate revenue loss.
- Any other supporting documents, including proof of payment of invoices within 30 days.

Access to Information and Protection of Privacy Act: Personal information on this form is collected under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* for the purpose of carrying out a program and/or providing financial assistance to the applicant. The collection, use and disclosure of your personal information is managed in accordance with the *ATIPP Act* and all or part of this information may be made available to the public. For more information about the collection, use and disclosure of your personal information, please contact the Department of Economic Development's ATIPP coordinator/records officer 867-667-5946, or privacy officer/director of Finance, Administration and Systems 867-667-5933.